

Boston Redevelopment Authority

PROCUREMENT POLICY

SECTION I - GENERAL

The Authority will give full opportunity for free, open and competitive bidding for each contract to be awarded by it, or for the purchase of equipment, materials, supplies and services, except for personal and professional services; will provide such publicity to its advertisements or invitation for bids as will provide adequate competition; and, after the receipt of bids, the award will be made as soon as practicable to the lowest responsible bidder;

**PROVIDED:** (a) that in the selection of such materials, equipment, supplies and services, the Authority may, in the interests of standardization or ultimate economy, if the advantage of such standardization or ultimate economy is clearly evident, and an appropriate provision for such action is included in the proposed contract documents upon which bids are invited, award a contract to a responsible bidder other than the lowest in price; and

**PROVIDED FURTHER:** (b) that if the amount of the proposed award, as estimated by the Authority, is \$2,500.00 or less, such award may, except where contrary to the requirements of State or local law, be let by the Authority on the basis of informal bidding; and

**PROVIDED FURTHER:** (c) that awards in the amount of \$1,000.00 or less may, except where contrary to the requirements of State or local law, be made by the Authority without negotiation or competitive bidding and without observance of the other provisions of this Section I.

SECTION II - SPECIAL

Purchases and contracts for equipment, materials, supplies and services, except for personal and professional services, shall be made in the following manner:

- a. The Purchasing Agent, with the approval of the Authority, shall make purchases and contracts, not to exceed \$1,000.00 in amount, in the open market after such inquiry as he deems necessary to insure that the price obtained is the most advantageous to the Authority;
- b. For purchases and contracts from \$1,000.00 to \$2,500.00, the Purchasing Agent, with the approval of the Authority, shall solicit bids, either orally or in writing from at least three suppliers, if there are three such suppliers in the locality; he shall keep on file a tabulation of such bids received;
- c. For purchases and contracts in excess of \$2,500.00, the Purchasing Agent shall invite bids by public advertising in at least one newspaper of general circulation in the locality, or by mailing Invitations for Bids to such available prospective bidders as will provide adequate competition, or a combination of both such methods. Tabulations of such bids will be maintained on file.
- d. Purchase of equipment, materials, supplies or services furnished or performed by other than Authority employees shall be fully documented;
- e. Expenditures under \$15.00 may be made from Petty Cash Fund, and shall be supported by receipts. Expenditures from \$15.00 to \$1,000.00 shall be authorized by a standard form of Purchase Order. Expenditures in excess of \$1,000.00 shall be made by formal contract.
- f. For the purchase of equipment, materials, supplies or services in connection with the operation and maintenance of a Project Site under Loan and Grant Contract, the Site Office Manager may be designated by the Authority to act as Purchasing Agent for the applicable project, subject to the conditions and limitations as listed in II-a through II-e, above. The use of documented work orders in lieu of Purchase Orders is authorized.
- g. For purchases and contracts specified in II-b and II-c above, lack of competitive quotations or bids is permissible only when an emergency exists which permits no delay for safety of persons or property, or when only one

source of supply is available and the Purchasing Agent shall so certify. If an award is made without competition, a report of such award, together with a statement justifying the lack of competition, shall be made to the Authority.

h. With respect to the purchases and contracts specified in II-b and II-c, the Purchasing Agent shall make the purchase from or award the contract to the lowest responsible bidder who meets the specified requirements of such equipment, materials, supplies or services.

i. The Chief Accountant is designated as Acting Purchasing Agent.

AMENDMENT NO. 1

voted at meeting of 4/12/61 by the following:

The Executive Director recommended that the Procurement Policy adopted by the Authority on April 19, 1959 be revised to authorize Thomas P. O'Brien, Administrative Assistant, to serve as Acting Purchasing Agent in lieu of the Chief Accountant, as noted in the Procurement Policy.

On motion duly made and seconded, it was unanimously

VOTED: to amend the Procurement Policy to incorporate the above change.